

# REQUEST FOR PAGER ISSUANCE

DECEMBER 5, 1996

RECIPIENT \_\_\_\_\_  
\_\_\_\_\_

ROOM \_\_\_\_\_

BLDG \_\_\_\_\_

PHONE # \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

## JUSTIFICATION

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IMMEDIATE SUPERVISOR'S APPROVAL: \_\_\_\_\_

SIGNATURE

## ACKNOWLEDGMENT

We acknowledge that this office is responsible for the pager requested above. If it is lost, stolen, or it fails to function, we will notify Joseph White, OM/OCIO/ITST, on 708-8260, so that action can be taken to cancel the pager number. After the first replacement of a lost or stolen pager the office must furnish a "Purchase Order" for \$160.00, to replace the unit.

EXECUTIVE OFFICER:

OFFICE: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

PAGER # \_\_\_\_\_ EMPLOYEE'S INITIALS \_\_\_\_\_ DATE REC'D \_\_\_\_\_

ITST INITIALS \_\_\_\_\_ DATE REC'D \_\_\_\_\_

Mail or FAX completed form to:

Joseph White OM/OCIO/ITST  
7th & D Streets, S.W.; Room 4656  
Washington D.C. 20202-4752  
(202) 708-8260 FAX (202) 708-8956